

**MINUTES**  
**WASHINGTON STATE JAIL INDUSTRIES BOARD MEETING**  
**January 16, 2004**

Criminal Justice Training Center  
19010 1st Avenue South  
Burien, Washington

**Members present:** Jeralita Costa, Ed Crawford, Kenneth Kunes, Bill Lehning, Andre Loh, Randy Loomans, Helen McGovern, Runette Mitchell-Marshall, Bruce Thompson, Marvin Wolff, Jill Will (staff), Shanica McClintock (staff)

**Proxies Presented:** Dan Plotner for Jane Johnson and Garry Lucas

**Members absent:** Mary Boehnke, David Johnson, Debra Latimer, Jim Powers, Julie Wilson, Howard Yarbrough

**A. Quorum Check**

Chair Marvin Wolff determined a quorum was present and called the meeting to order at 10:14 a.m.

**B. Approval of the Minutes: November 21, 2003 meeting**

Ms. Will indicated that there were no changes to the minutes. A motion to approve the minutes was made, seconded, and approved by unanimous voice note.

**C. Executive Director's Report**

Jill Will presented the Executive Director's report and there was discussion on some items.

Ms. Will noted that several items from the Director's Report have been moved back onto the agenda of Board meetings.

Ms. Will verified that self-insured jurisdictions are eligible to provide volunteers workers' compensation optional coverage at a base rate of less than seven cents an hour.

Ms. Will reviewed information on the market research currently underway with Clark County. Two weeks of intensive research was spent developing a potential grant proposal for a Department of Ecology Coordinated Prevention Grant. The research was aimed at expanding Computer Reuse and Marketing (C.R.E.A.M.) services to other jurisdictions across Southwest Washington and the Olympic Peninsula. The cost of common carrier transport made accumulating the raw materials not economically feasible from the grant perspective. Ms. Will continues to seek external funding sources

since counties would need to subsidize computer recycling efforts. Ms. Will will also pursue private sector partnership opportunities with local recyclers in hopes of developing a Prison Industries Enhancement program.

The Board approved of Ms. Will's plan to make a site visit to Utah to review a large-scale electronic waste recycling operation run by the state Department of Corrections. Dan Plotner of Clark County will also make the site visit with travel expenses paid by a Carl Perkins grant.

Board members discussed jail population trends, current funding levels for criminal justice, and potential impacts initiatives to cut tax levels would have on jails.

Ms. Will asked for Board assistance with recruitment of new members to the Board. Two business positions need to be filled and there has been limited response to recruitment efforts to date. Several Board members offered suggestions.

**ACTION ITEM: Jill Will follow up with Ed Crawford, Helen McGovern, and Runette Mitchell-Marshall on potential candidates for the Board.**

Board members discussed Cowlitz County's salmon recovery grant project. Randy Loomans noted that Grays Harbor Community College and a local union have apprenticeship standards for watershed restoration. They may be applicable to the Cowlitz project.

**ACTION ITEM: Jill Will obtain a copy of the watershed restoration apprenticeship standards and forward to Commissioner Lehning of Cowlitz County.**

## OLD BUSINESS

### **D. Pricing for Video Case Study Project**

Jill Will followed up with Howard Yarbrough and Beth Carlson of Correctional Industries regarding pricing. They estimate that a finished product with shooting at a single location could be completed for fewer than ten thousand dollars. Jill will team up with Ms. Carlson to draft a shooting script. She will be following up with Clover Park Vocational Technical College and Mark Peas of Rainer Communications, who owns a private production company that works with Clover Park. Ms. McGovern provided an additional contact, Don Dorman of Tacoma, with whom she has done video work in the past.

**ACTION ITEM: Jill Will make contact with Clover Park, Rainier Communications, Don Dorman, and CI's video contract to discuss possible JIB video project.**

### **E. Board Committee Updates**

Board members updated rosters for the various committees of the Board. David Johnson was named to the Legislative Liaison and Labor Organization Liaison

Committees. Randy Loomans was chosen as the new Chair of the Labor Organizations Liaison Committee to replace outgoing Board member Mary Boehnke. Ms. Loomans noted she is working with the Spokane Central Labor Council to identify candidates for the labor position on the Board.

#### **F. Finalize Key Marketing Messages**

Ms. Will noted that “sound bites” for the key marketing messages need to be completed and written into the video. She will work with Beth Carlson on this item.

**ACTION ITEM: Jill Will schedule marketing meeting with Beth Carlson of CI to refine key marketing messages.**

#### **G. Draft Arbitration Outline for Board Review**

**ACTION ITEM: Jill Will and Ed Crawford meet to draft bulleted outline of an arbitration process.**

#### **H. Local Advisory Board Workgroup**

**ACTION ITEM: Jill Will and Helen McGovern schedule a meeting of the Local Government Liaison Committee to review information on local advisory groups.**

Ms. McGovern gave a possible meeting location in Lakewood.

#### **NEW BUSINESS:**

#### **I. 2004 Board Member Election**

Elections for the positions of Chair and two Vice-Chairs of the Board are held at the first Board meeting of the calendar year. Runette Mitchell moved that the Board accept the slate that served in 2003 to serve in 2004. The motion of acclamation was seconded and approved by vote of the Board. Officers of the Board in 2004 are Marvin Wolff, Chair; Kenneth Kunes, Vice-Chair; and Debra Latimer, Vice-Chair.

#### **J. Recognition of Outgoing Board Members**

On behalf of the Board, Chair Marvin Wolff presented outgoing Board member Bruce Thompson with a plaque in recognition for his nine years of service to the Board and his leadership as a former Chair. Mr. Thompson offered some brief remarks. He reminisced about the beginning of this group and how nervous he was presenting to the Legislature for the first time. He said he gained a lot of knowledge serving on the Board and enjoyed all the relationships he established along the way. He stated that there has been a tremendous amount of progress since the first conference on jail industries. Finally, he produced a souvenir from his archive, the famous button reading “Punish Offenders, Make Them Working Taxpayers,” and encouraged board members to remember that saying as key marketing messages are crafted.

Ms. Will noted that although Mary Boehnke was unable to attend the meeting, she wanted the minutes to reflect the Board's thanks for her outstanding service to the Board.

#### **K. Jail Industries Budget Process**

Ms. Will discussed the budget process for the 2005 – 2007 biennium. The Jail Industries Board budget exists as a line item within the Department of Corrections/Correctional Industries (CI) appropriated budget. In the current budget cycle the Board requested that the line item be moved out of CI's budget, but this request was refused. CI has been informed that for the upcoming budget cycle they will receive no appropriated funds. The Board must work with Corrections and the Office of Financial Management to secure funding and place the funds appropriately in Corrections' overall budget. Department of Corrections staff suggest that the funds be requested in the payments to other agencies line item.

Ms. Will asked for Board input on the level of funds to request and suggestions on how JIB could best make its case for the budget submittal. Items discussed included production of a "white-paper" on the Board's accomplishments; a meeting with Senator Prentice, Randy Loomans, and Jeri Costa; reference to the JIB button; becoming familiar with the priorities expressed by gubernatorial candidates; stressing that offenders are performing community betterment projects that labor and business are not interested in doing; discussing that work instills positive habits in jail industries participants instead of reinforcing negative habits; the performance of important job functions for non-profit organizations like food banks that rely on donations for much of their labor; how work affects recidivism rates; industries role in developing alternatives to incarceration; and the importance of cost avoidance.

The Board directed Ms. Will to pursue a budget request of \$110,000 per year with no increase from current levels. Board members noted that JIB is explicitly authorized to seek external grants and other non-state funding and this remains an option if additional funding is required.

**ACTION ITEM: Jill Will – Work with Department of Corrections budget staff to secure Board funding in the appropriate budget line item.**

#### **L. PIECP Conference**

Ms. Will informed the Board about the upcoming National Correctional Industries Association training conference. Kenneth Kunes discussed the past PIECP conference in Colorado. It was suggested that Jill attend the conference. Ken said that the conference has gotten progressively bigger and that there is more on the agenda for jail and not only for state corrections. It was determined that grant money is available for travel. Members asked about the benefits of attending the conference. Attendees can learn how to apply other jurisdictions' success to their own operations, and learn from others' mistakes instead of having to make their own. Lessons from the workshops could be implemented into daily jail activities

Marvin asked if there was any objection to Ken and Jill traveling and there was none. Jeri suggested holding a post- conference workshop to pass on information and knowledge gained from the conference.

## **OTHER BUSINESS**

Ms. Will distributed copies of HB 2427, a bill aimed at state Correctional Industries operations. While the bill does not have a direct impact on jail industries operations, Ms. Will posed the question of whether or not the Board should respond to the bill since it so greatly changes the overall environment in which jail industries would operate in the future. Board members agreed that the bill would have major negative impacts on Correctional Industries. The members' consensus was that we should express our concerns and work with business and labor interests to amend the bill to alleviate the negative impacts, but not to go on record as opposing the bill at this time.

## **M. Adjournment**

There being no other business, Chair Marvin Wolff asked for a motion to adjourn. It was moved, seconded and approved and the meeting was adjourned at 1:39 p.m.

## **Summary of Action Items**

**ACTION ITEM:** Jill Will follow up with Ed Crawford, Helen McGovern, and Runette Mitchell-Marshall on potential candidates for the Board.

**ACTION ITEM:** Jill Will obtain a copy of the watershed restoration apprenticeship standards and forward to Commissioner Lehning of Cowlitz County.

**ACTION ITEM:** Jill Will make contact with Clover Park, Rainier Communications, Don Dorman, and CI's video contract to discuss possible JIB video project.

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